Department Continuity Plan
August 2019

Department Continuity Plan Objectives

The purpose of this department continuity plan is to document the strategies, personnel, procedures, and resources necessary to recover the Payroll Department following any type of disruption or disaster. The following objectives have been established for this plan:

- To define procedures for notification and activation of employees, students, and vendors.

- To define recovery procedures for the critical processes of an alternate location.

- To define restoration procedures to return processing capabilities back to the primary location.

The Priorities in a Disaster Situation are to:

1. Ensure the safety of employees and students in the campus buildings.
   (Responsibility of the Emergency Response Team)

2. Mitigate threats or limit the damage that threats can cause.
   (Responsibility of the Emergency Response Team)

3. Have advanced preparations to ensure that critical business functions can continue.

4. Have documented plans and procedures to ensure the quick, effective execution of recovery strategies for critical business functions.

Top Observations Following the Business Impact Analysis

JCCC engaged with Martin Yarborough and Associates to conduct a campus wide Business Impact Analysis. This exercise identifies a department's people, technology, resources and requirements for business continuity.

- JCCC is too heavily dependent on technology
  - No manual workarounds
  - No documentation
  - No alternate locations

Departmental Plan Scope

Scenarios

- The primary facility is inaccessible; as a result, technology processing can no longer continue.

- A major technology component failure has occurred and is preventing technology capabilities

- A power or internet failure has occurred and technology processing cannot continue

Assumptions

- This plan only addresses the responsibilities and tasks that need to be implemented to continue critical processes in an emergency mode.

- Key personnel have been identified and trained in their disaster recovery responsibilities.

- Infrastructure, telecommunications, and other technology components are not covered in this plan

Questions?